

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B3400217

PRINT DATE: 12/21/12

PAGE: 01

SHIP TO:

AS SPECIFIED ON INDIVIDUAL ORDERS

VENDOR ID: 1043390816
STAPLES ADVANTAGE
PO BOX 415256

BOSTON, MA
(800) 270-9710

02241-5256

REFER QUESTIONS TO:

LEAH HINSON
(410) 767-4632
LEAH.HINSON@DGS.STATE.MD.US

ITB:

EXPR DATE: 12/31/14
POST DATE: 12/19/12

DISCOUNT TERMS: .
CONTRACT AMOUNT:

NET 30 DAY
.00

TERMS:

ARTICLES HEREIN ARE EXEMPT FROM MARYLAND SALES AND USE TAXES BY EXEMPTION CERTIFICATE NUMBER 3000256-3 AND FROM FEDERAL EXCISE TAXES BY EXEMPTION NUMBER 52-73-0358K. IT IS THE VENDOR'S RESPONSIBILITY TO ADVISE COMMON CARRIERS THAT AGENCIES OF THE STATE OF MARYLAND ARE EXEMPT FROM TRANSPORTATION TAX.

VENDOR TELEPHONE NUMBER: (800) 270-9710 X 2308 JACQUIE DAY

VENDOR TO SUPPLY OFFICE AND CLASSROOM RELATED SUPPLIES ACCORDING TO THE NATIONAL JOINT POWERS ALLIANCE (NJPA) CONTRACT NUMBER 031210

CONTRACT PERIOD: DATE OF AWARD THROUGH DECEMBER 31, 2014

THE VENDOR IS REQUIRED TO ACHIEVE A 5% MINORITY BUSINESS GOAL APPROVED BY DGS PEER REVIEW GROUP.

CONTRACT RESTRICTIONS: VENDOR MAY NOT PROVIDE ANY PRODUCTS THAT ARE ALREADY BEING SUPPLIED UNDER A CURRENT BLANKET CONTRACT WITH THE DEPARTMENT OF GENERAL SERVICES. ONCE THOSE CONTRACTS EXPIRE INCLUDING ANY RENEWAL OPTIONS, STAPLES MAY THEN SUPPLY THESE PRODUCTS AT THE DISCOUNTED PRICES AS INDICATED UNDER THIS AGREEMENT.

NATIONAL JOINT POWERS ALLIANCE CONTRACT DISCOUNT PRODUCT CATEGORY: THIS IS A PARTIAL LISTING OF CATEGORIES SUPPLIED UNDER THIS AGREEMENT. FOR EXACT PRICING LOG ON TO WWW.ORDER.STAPLESADVANTAGE.COM

THIS CONTRACT IS SUBJECT TO THE ATTACHED TERMS AND CONDITIONS FOR COMMODITY CONTRACTS OVER \$25,000.

CHANGES

PROCESSING FEE

*** CONTINUED, NEXT PAGE ***

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B3400217

PRINT DATE: 12/21/12

PAGE: 02

TERMS (cont'd):

1.

CONTRACTOR SHALL PAY A PROCESSING FEE TO THE STATE IN THE AMOUNT OF ONE PERCENT (1%) OF THE TOTAL CONTRACT SALES. THE PROCESSING FEE IS CALCULATED BASED ON ALL SALES TRANSACTED UNDER THE CONTRACT, MINUS, ANY RETURNS OR CREDITS. THE PROCESSING FEE SHALL NOT BE CHARGED DIRECTLY TO THE CUSTOMER, E.G., AS A SEPARATE LINE ITEM, FEE OR SURCHARGE, BUT SHALL BE INCLUDED IN THE CONTRACTS UNIT PRICES.

2.

THE PROCESSING FEE SHALL BE SUBMITTED TO THE DEPARTMENT OF GENERAL SERVICES, FISCAL SERVICES DIVISION, 301 W. PRESTON STREET, ROOM 1309, BALTIMORE, MD., 21201, WITHIN TEN (10) CALENDAR DAYS FOLLOWING THE END OF EACH CALENDAR MONTH ALONG WITH A MONTHLY USAGE REPORT DOCUMENTING ALL CONTRACT SALES. AN EXCEL VERSION OF THE MONTHLY USAGE REPORT SHALL ALSO BE EMAILED TO THE PROCUREMENT OFFICER.

3.

FAILURE TO REMIT PROCESSING FEES IN A TIMELY MANNER OR REMITTANCE OF FEES INCONSISTENT WITH THE CONTRACT'S REQUIREMENT MAY RESULT IN THE STATE EXERCISING ALL RECOURSE AVAILABLE UNDER THE CONTRACT INCLUDING, BUT NOT LIMITED TO, A THIRD PARTY AUDIT OF ALL CONTRACT ACTIVITY. SHOULD AN AUDIT BE REQUIRED BY THE STATE, THE CONTRACTOR SHALL REIMBURSE THE STATE FOR ALL COSTS ASSOCIATED WITH THE AUDIT UP TO \$10,000.00 OR ONE (1%) PERCENT OF THE CONTRACT'S ESTIMATED ANNUAL VALUE, WHICH EVER IS HIGHER.

A. THE STATE AND STAPLES BUSINESS ADVANTAGE, A DIVISION OF STAPLES CONTRACT AND COMMERCIAL, INC., HAVE AGREED TO INCORPORATE THE THE ATTACHED MARYLAND TERMS AND CONDITIONS FOR COMMODITY CONTRACTS OVER \$25,000. IN THE EVENT OF A CONFLICT BETWEEN THE ATTACHED MARYLAND TERMS AND CONDITIONS FOR COMMODITY CONTRACTS OVER \$25,000 AND THE TERMS AND CONDITIONS OF THE NJPA CONTRACT AGREEMENT, NUMBER 031210, WITH THE NJPA, THE TERMS OF THE MARYLAND TERMS AND CONDITIONS FOR COMMODITY CONTRACTS OVER \$25,000 WILL TAKE PRECEDENCE OVER TERMS CONTAINED IN NJPA CONTRACT, NUMBER 031210.

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B3400217

PRINT DATE: 12/21/12

PAGE: 03

<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>
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0002	61502-000000	CS	
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OFFICE SUPPLY, MISCELLANEOUS

0003	20502-F3D111	EA	
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COMPUTER CABLE STRAIGHT DB25 MALE TO MALE 10FT BELKIN NO F3D111

0004	20545-100022	EA	
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CHARGER KIT M SERIES RICOH NO G715 02

0005	20545-P10020	EA	
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SURGE PROTECTOR 6 OUTLET STRIP GEMINI NO P10020

0006	20545-PP104M	EA	
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SURGE PROTECTOR WITH MODEM CONNECTION GAUTLET QVS #PP104M

0007	20550-092511	EA	
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DITTO MAX 7GB CARTRIDGE VERBATIM NO 92511

0008	20571-120003	EA	
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DISKETTE STORAGE TRAY: WITH LOCK, 3.5" DISKETTES

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STATE OF MARYLAND

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PAGE: 04

<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>
0009	20552-DR0200	EA	
DRUM UNIT FOR BROTHER MODELS 3550, 4550, 4650, 6550MC, 6650MC, 7550MC FAX BROTHER #DR200			
0010	20552-PC0101	EA	
THERMAL RIBBON WITH CARTRIDGE BROTHER # PC 101			
0011	20552-000006	EA	
TONER CARTRIDGE, EPSON EPL 8000/8100 TONER CARTRIDGE.			
0012	20552-13R114	EA	
DRUM CARTRIDGE XEROX #113R114			
0013	20552-158200	EA	
SOLID INK CYAN COLOR STICK 840 TEXTRONIX 016 15825 00			
0014	20552-240102	EA	
OPC DRUM CARTRIDGE F/LASERMATRIX 1000, 24405 AND 2406 OTC NO. LM2400C102			
0015	20552-240103	EA	
TONERKIT 2 BOTTLES PER KIT FOR LASERMATRIX 2405 AND 2406 OTC NO. LM2400C103			

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

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PAGE: 05

<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>
0016	20552-382925	EA	
TONER CARTRIDGE HIGH YIELD 17,600 COPIES F/LEXMARK OPTRA MODELS 51000 AND 52000X			
0017	20552-40198A	EA	
TONER CARTRIDGE STANDARD CAPACITY FOR CANON 4M 4PLUS 4MPLUS 5 5M AND 5N BROTHER #140198A			
0018	20552-40198X	EA	
TONER CARTRIDGE LONG LIFE 1.5CAP F/LEXMARK MODELS HP4 4M 4PLUS 4MPLUS 5 5M 5N CANON EX EXP LEXMARK 140198X			
0019	20552-5000PF	BX	
TONER CARTRIDGE MULTI FUNCTION FOR BROTHER MODELS 3550,4550,4650,6500,6550MC 6650MC AND AND 7550MC FAX			
0020	20552-00Z293	EA	
H.P. INKJET PRINT CARTRIDGE, #51645A, COLOR BLACK			
0021	20552-00Z289	EA	
HP INKJET PRINT CARTRIDGE, LARGE, BLACK (HP#51629-A)			
0022	20552-C1823G	EA	
TONER CARTRIDGE TRI-COLOR HEWLETT PACKARD 880C HP #C1823G			

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

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PAGE: 06

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0023	20552-00Z288	EA	
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HP INKJET PRINT CARTRIDGE, LARGE, BLACK (HP#51626-A)

0024	20552-61626A	EA	
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INK CARTRIDGE FOR HP DESKWRITER DESKJET 61626A

0025	20552-51625A	EA	
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CARTRIDGE HEWLITT PACKARD 51625A TRI COLOR

0026	20552-C1823G	EA	
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TONER CARTRIDGE TRI-COLOR HEWLETT PACKARD 880C HP #C1823G

END OF ITEM LIST

VENDOR MUST INCLUDE THE 9-DIGIT ZIP CODE OF COMPANY ADDRESS ON ALL INVOICES. FAILURE TO DO SO MAY RESULT IN DELAY OF PAYMENT.

ALL PRODUCTS USED IN PACKING TO CUSHION AND PROTECT DURING THE SHIPMENT OF COMMODITIES ARE TO BE MADE OF RECYCLED, REYCLABLE, AND/OR BIODEGRADABLE MATERIALS.

CONTRACTOR SHALL PROVIDE A QUARTERLY ELECTRONIC CONTRACT USAGE REPORT IN EXCEL FORMAT TO THE DGS PROCUREMENT OFFICER AND THE SUSTAINABILITY OFFICER, ANNE JACKSON AT ANNE.JACKSON@DGS.STATE.MD.US. THE REPORT SHALL INCLUDE AT A MINIMUM:

- . IDENTIFICATION OF THE AGENCIES USING THE CONTRACT.
- . TOTAL COST OF ALL INVOICED PURCHASES FOR EACH STATE AGENCY
- . ITEMIZED LIST, AND TOTAL COST BY STATE AGENCY, OF INVOICED PURCHASES THAT ARE MADE FROM RECYLED CONTENT, INCLUDING THE RECYCLED CONTENT PERCENTAGE BY WEIGHT.

VENDOR FEDERAL IDENTIFICATION NUMBER: 1043390816

*** CONTINUED, NEXT PAGE ***

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B3400217

PRINT DATE: 12/21/12

PAGE: 07

TERMS (cont'd):

VENDOR TELEPHONE NUMBER FOR PLACING ORDERS: (877) 285-8852

VENDOR CONTACT PERSON: JUDSON BURNS

***** LAST PAGE *****

AUTHORIZED BY: 

BUYER AUTHORIZED DESIGNEE

DATE: 12/21/12